
Locating Your Business in





Dear Business Owner:

Thank you for your interest in joining Clayton's business community. This guide will help answer many of your questions and put you in touch with City staff, who will work with you to facilitate your move to our community.

Clayton is known as St. Louis' premier business center. Whether your business is retail, corporate/professional or service, you will find yourself in good company.

You will also find a highly responsive, service-oriented and receptive City government. The City of Clayton is committed to strengthening its business environment.

The City maintains a close working relationship with the Clayton Chamber of Commerce. To learn more about services provided by the Chamber, call 314.726.3033.

We want to do everything possible to help you succeed and stand ready to assist you. Call 314.290.8473 for our "one-stop" information source.

Welcome to Clayton!

Sincerely,

Linda Goldstein
Mayor

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Introduction

Clayton has certain requirements and regulations to protect your investment and to preserve the special nature of the City. Please review the following before finalizing your plans for a Clayton location.

Business License

Unless your business or occupation is exempt by Missouri law, a business license is required. Call 314.290.8442 to verify that a license is required.

Zoning

Be sure that your type of business is legally permitted in the location you have selected. Please call 290.8453 to verify zoning information.

Permit Requirements

The City follows the International Code Council 2009, the nationally accepted standard for building, mechanical and plumbing codes.

Signs

Most exterior signs require a permit.

Exterior Appearance

To preserve the quality of Clayton, architectural review is required for most exterior changes to your building. For more information pertaining to exterior appearance, permit requirements and signs, please contact Planning & Development Services at 290.8452 or 290.8453.

Applications/Forms

Please refer to the Permit & Application Fee Schedule (on the City's Website: www.ci.clayton.mo.us, click Permits/Applications under CITY HALL) for permit cost calculations. For more Information regarding permits, inspections and zoning, contact Planning & Development Services at 290.8452 or 290.8453.

Fire Safety Permit

Fire Safety Permits are required for operations and construction as identified in the International Fire Code.

Operational permits include: Battery systems (UPS), compressed gasses, cutting and welding and other hot work operations, candles in assembly areas and open flames, dry cleaning plants, exhibits and trade shows, explosives and fireworks, operation of a place of assembly, refrigeration equipment, service stations and repair garages, tents, torched-on roofs, and storage and use of flammable and combustible liquids, hazardous materials and LP gas (propane) including use for temporary heating appliances or outdoor dining.

Construction permits include: Automatic fire extinguishing systems, compressed gasses, fire alarm and detection systems, fire pumps and standpipe systems, underground water supplies for fire service mains, flammable and combustible liquid storage tanks (installation or removal) and tents.

To obtain operational and construction permits, contact the Clayton Fire Department at 290.8485. Construction permits require two (2) sets of sealed drawings and a completed permit application form.

Building Permit

A Building Permit is required:

- for alterations or tenant finish work
- to enlarge an existing structure
- to build a new structure
- to demolish a structure

Generally, permits are not required for repairs that do not involve the cutting away of part of the structure or partitions. Any changes made to the exterior that affect the appearance, such as a change in color or style, must be approved by the Architectural Review Board. To obtain a Building Permit, please submit four (4) sets of sealed drawings, a completed permit application and the \$30 application fee to Planning & Development Services. For more information, please call 290.8452.



Mechanical Permit

A Mechanical Permit is required to install new or replacement mechanical equipment. With the application, a \$30 fee is required.

Plumbing Permit

A Plumbing Permit is required for all plumbing work other than ordinary repairs. A licensed Master Plumber (licensed through St. Louis County and the City of Clayton) is required to obtain the permit and perform the work.

Sign Permit

Any alteration to an existing sign or installation of a new sign requires a permit and, in many cases, the approval of the Director of Planning & Development Services, City Manager and/or the Architectural Review Board.

Commercial Occupancy Permit

All businesses are required to obtain a commercial occupancy permit and inspections from both the Planning and Fire Departments prior to occupying any commercial space. Applications are available on the city's website www.ci.clayton.mo.us or may be faxed or emailed to you upon request by contacting 290.8452. Please submit your application at least one week prior to occupancy. It is the responsibility of the applicant to contact the building inspector at 290.8452 and the Fire Department at 290.8485 to arrange an appointment for the necessary inspections. Permit/inspection fee is \$90 and Fire Department fee \$30 for a total of \$120. If occupancy takes place before inspections, the fee is \$210. Applications should be directed to the Customer Service Desk at Clayton City Hall.

The city now accepts these permit applications via fax or email: Plumbing, Mechanical, Dumpster, Sign (with 8.5 X 11 scaled drawings), Residential Occupancy and Commercial Occupancy Permits. EXCEPTION: Permits with 8.5 X 11 scaled plans/drawings must be submitted in person, delivered or mailed. Fax completed and signed application to 314.863.0296 (ATTN: Jackie) or email to: jwilliams@ci.clayton.mo.us

Inspections will not be scheduled until your permit is secured and payment is received. To submit payment, phone credit card information to Jackie at 290.8452, mail payment or appear in person.

Conditional Use Permit (CUP)

Restaurants and food service applicants must apply for a Conditional Use Permit (CUP) with the Planning & Development Services Department.

CUPs are required for all conditional uses listed in the Use Regulations of each Zoning District or for the enlargement, alteration or extension of existing conditional uses. Call Planning & Development Services at 290.8453 for more information.

Submit the completed CUP application (signed by the applicant and the property owner) and supporting documents to the Planning & Development Services Department. The supporting documents should include the following:

- 1. A letter addressed to the Honorable Mayor and members of the Board of Aldermen describing the proposal*
- 2. Copy of the lease*
- 3. Typical floor plans*
- 4. Kitchen equipment schedule*
- 5. All information requested on the application checklist*

NOTE: Separate annual permits are required for outdoor dining/seating and valet parking.

Each CUP requires a recommendation from the City's Plan Commission for approval by the Board of Aldermen. Applications and materials must be submitted fourteen (14) days prior to the Plan Commission meeting at which the matter will be reviewed.

Contact the Planning Department at 290.8453 regarding outdoor dining/seating permit information.

Contact the Police Department at 290.8402 regarding valet parking permit information.

Business License

Individuals interested in opening a business in Clayton must follow these procedures.

- Retail businesses must apply for a Missouri State Sales Tax number. Contact the Department of Revenue, 3256 Laclede Station Road,



Maplewood, MO 63143, 314.877.0177. All retail applicants must present a Missouri No Tax Due Certificate issued by the Missouri Department of Revenue.

- All businesses must obtain an Occupancy Permit. Call the City's Planning & Development Services Department for an Occupancy Permit application. Upon receipt of the completed application, a date must be set for an inspection (see page 2).
- Restaurant and food service applicants must apply for a Conditional Use Permit (CUP) with the Planning & Development Services Department (See the CUP section on this page).
- If you are considering sale of alcoholic beverages, please contact the Finance Department (See Page 5).

Under Clayton ordinances every merchant, business or occupation not exempt by Missouri law must obtain a Business License to operate a business within the City of Clayton. A Business License will be issued upon completion of the above related items. Contact the Clayton Finance Department at 290.8439 to obtain the appropriate business license application.

Business Licenses must be renewed on July 1st and are valid through June 30 of the following year.

Liquor License

A Liquor License application can be obtained from the Clayton Finance Department 290.8439. Upon receipt of the completed application, the Finance Department will forward a copy to the Clayton Police for the required background check.

Restaurants must obtain an Occupancy Permit to qualify for a Place of Assembly and an Occupancy Load Limit sign from the Fire Department.

After all departments have approved the application, the request for a Liquor License will be presented to the Board of Aldermen for approval. The applicant will be notified of the date and time of this meeting and is required to attend.

General Information

BOARD OF ALDERMEN MEETINGS
2nd and 4th Tuesday of each month
Discussion Session at 6:15 p.m.
Board Meeting at 7 p.m.

PLAN COMMISSION
ARCHITECTURAL REVIEW BOARD MEETINGS
1st and 3rd Monday of each month at 5:30 p.m.

BOARD OF ADJUSTMENT MEETINGS
1st Thursday of each month at 5 p.m.

Hearings and meetings are held at
CLAYTON CITY HALL
10 North Bemiston
Clayton, MO 63105

CLAYTON CITY HALL OFFICE HOURS
8 a.m. through 5 p.m.
Monday through Friday

We will assist you in any way we can.
Call the City's one-stop information source at
314.290.8473